



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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October 15, 1995

Biennial Survey on U.S. Fax Watch

The Biennial Survey of Depository Libraries was sent to all depositories the week of September 18-22 via first class mail in a large manila envelope stamped BIENNIAL SURVEY, OPEN IMMEDIATELY.

The survey consists of a 12-page questionnaire and 2 answer sheets.

If your library does not receive its copy of the Biennial Survey by October 1, 1995, you should obtain a copy by fax from U.S. FAX WATCH.

The number for U.S. Fax Watch is (202) 512-1716. Dial from a fax machine *with a phone handset* or from a touchtone phone, and follow the voice instructions.

Order numbers are as follows:

Questionnaire: 3356

Answer sheets: 3359

**The Biennial Survey answer
sheets are due back to GPO by
November 1, 1995.**



9th Annual Interagency Depository Seminar Announced for May 1996

The 9th Annual Interagency Depository Seminar will be held in Washington, DC from May 29 through June 5, 1996. The week long seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being sponsored by several agencies, including:

- the Bureau of the Census
- the Bureau of Labor Statistics
- the Copyright Office
- the Office of the Federal Register
- the Patent and Trademark Office,
- the Government Printing Office, and more
to be announced.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see attached schedule of events). It is aimed at documents librarians with basic working experience in a depository. In the eight years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should **complete the registration form and mail it, along with a check for \$10.00** made out to "GPO Cafeteria Service," to the Library Programs Service by February 29, 1996. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please contact the Chief, Depository Services, by telephone on (202) 512-1119; by FAX on (202) 512-1432, or by e-mail at <inspect@access.digex.net>.

9th Annual Interagency Depository Seminar**-Preliminary Agenda-****Tuesday, May 28, 1996**

There will be a very informal get together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. Librarians will be able to meet some colleagues and agency staff in an informal setting. Those who are interested may enjoy dining together.

Wednesday, May 29 U.S. Government Printing Office

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository publications. Staffers will also discuss the responsibilities of Federal depositories in the areas of free access, collection development, bibliographic control, depository promotion, and inspections. There will be a comprehensive tour of the LPS facility, a question and answer period, and an opportunity to network.

Thursday, May 30 Federal Register Workshop

This half-day workshop on the Federal regulatory system is presented by the Office of the Federal Register (OFR), National Archives and Records Administration. The workshop covers the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and an overview of electronic access to certain publications of the OFR..

In the afternoon, GPO's Office of Electronic Information Dissemination Services will demonstrate the variety of GPO Access on-line services, including the Federal Register, Congressional Record, bills, etc.

Friday, May 31 Census Bureau Seminar

Staff of the Census Bureau will present a status report and product review of the 1990 Census, the 1992 economic censuses, and demonstrate other new products on CD-ROM. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of census data.

Monday, June 3 Intellectual Property Workshop

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of Federal protection for intellectual property and the methods by which this information is accessed by the public. Publications and search methods, where applicable, will also be discussed.

Tuesday, June 4 Bureau of Labor Statistics

The Bureau of Labor Statistics will present a half-day workshop covering how statistics on Prices, Employment/Unemployment, Employment Projections, and Compensation/Working Conditions are derived. Publications and search methods, where applicable, will also be discussed.

Library of Congress

The Serial and Government Publications Division will conduct a tour of its operation. There will be a presentation on the National Digital Library.

Wednesday, June 5

There will be agency presentations this morning. As yet, the speakers and agencies are not finalized.

The seminar will conclude at noon.

All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, except the Bureau of Labor Statistics from 9-12 noon and the Library of Congress from 1:30 - 4 p.m. on June 4. Presentations will begin promptly at 8:30 a.m. and will last until 4 p.m. All participants are expected to attend all presentations.

Accommodations

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$114.00 per night for single or double and \$20.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number of the reservation desk at the St. James Hotel is **(202) 457-0500**. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: **(202) 512-1109**. Mr. Tate will try to match up roommates.

Registration Form

Mail to: Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Mail By: February 29, 1996

- ☐ I would like to attend the May 29-June 5, 1996 Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

Name

Institution

Library/Office

Address

City/State/Zip Code

Telephone (include area code)

E-mail



GPO Launches Study of an Electronic Federal Depository Library Program

In order to promote and ensure the public's right to timely, equitable, and cost effective access to government information in the "information age," the U.S. Government Printing Office (GPO), at congressional direction, has initiated a cooperative study to identify measures necessary for a successful transition to a more electronic Federal Depository Library Program (FDLP).

In adopting the conference report to H.R. 1854, the Legislative Branch Appropriations Act of 1996, Congress has established this cooperative effort which includes representatives from the legislative, executive, and judicial branches of government, as well as the national library community and other appropriate government and public entities.

As outlined in the congressional report, the dramatic advances in technology provide new opportunities for enhancing and improving public access. However, the effect on the FDLP of the increasing utilization of electronic technologies in support of dissemination programs by all branches of government requires careful analysis, planning, and a strongly coordinated effort.

Among other objectives, the study will:

- examine the functions and services of the Federal Depository Library Program,
- survey current technological capabilities of the participating libraries in the Federal Depository Library Program,
- survey current and future information dissemination plans of originating agencies,
- identify measures that are necessary to ensure a successful transition to a more electronically-based program,
- identify the possible expansion of the array of Federal information products and services made available to participating libraries, and,
- identify measures to ensure the most cost effective program to the taxpayer.

The completed study shall be available to Congress by March 1996.

The study is coordinated by GPO's Superintendent of Documents Wayne P. Kelley. An executive working group has been formed comprising staff from the:

- Joint Committee on Printing
- Office of Management and Budget
- House Oversight Committee
- Senate Committee on Rules and Administration
- House and Senate Appropriations Committees
- Government Printing Office
- Congressional Research Service of the Library of Congress
- Center for Electronic Records, National Archives and Record Administration
- Federal Publishers Committee

- Interagency Council on Printing and Publication Services
- Administrative Office of the U.S. Courts
- Federal depository library community.

The working group will be assisted by advisors from the:

- Supreme Court
- National Commission on Libraries and Information Science
- CENDI (a group representing several Federal scientific and technical information activities)
- information industry
- major library associations
- Depository Library Council (a group that advises the Public Printer on matters relating to the Federal Depository Library Program)
- State governments.

Individuals and organizations wishing to provide comments or suggestions about the study or specific study tasks can send Internet e-mail to study@gpo.gov or send a fax to the attention of FDLP Study at 202-512-1262. Correspondence can be addressed to FDLP Study, Mail Stop SDE, U.S. Government Printing Office, Washington, DC 20401.



Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program

Initial Tasks for Implementation

(Revised 9/20/95)

1. Technical analysis by a Federally-funded research and development center (FFRDC) to determine the most cost effective way to provide electronic access to Federal government publications to the American public through the Federal Depository Library Program [Task Leader: Jay Young]
2. Identification of relevant laws, regulations and policies regarding Government information dissemination and evaluation of agency compliance in so far as it affects the Federal Depository Library Program [Task Leaders: Jane Griffith (identification) and Judy Russell (compliance)]
3. Identify, acquire and evaluate already available information, both published and unpublished, relevant to the study [Task Leader: Julia Wallace]

4. Identification of current and ongoing electronic information dissemination activities for the Federal Depository Library Program [Task Leader: Judy Russell]
5. Evaluation of incentives for publishing agencies to migrate from print-on-paper products to electronic format, for inclusion in the FY 1997 Federal Depository Library budget submission [Task Leader: Roy Francis]
6. Evaluation of current laws governing the Federal Depository Library Program and recommendation of legislative changes, if any, necessary for a successful transition to a more electronic program [Task Leader: Jay Young]
7. Survey Federal agencies to identify CD-ROM titles that are not currently included in the Federal Depository Library Program [Task Leader: Gil Baldwin]
8. Individual case studies of specific Federal electronic information dissemination initiatives with respect to their costs, and impact on public access to information through the Federal Depository Library Program in comparison with present methods of dissemination. Case studies include Congressional Bills, the Congressional Serial Set, Department of Energy (DOE) research reports and Office of Technology Assessment (OTA) reports [Task Leaders: Charles Cook (Congressional information), Gil Baldwin (DOE), Fynnette Eaton and Tom Brown (OTA)]
9. Evaluation of issues surrounding inclusion in electronic formats of materials not traditionally included in the FDLP in either paper or microfiche, including case studies on Securities and Exchange Commission EDGAR data and Federal District and Circuit Court opinions. [Task Leaders: Julia Wallace (overview and SEC) and Gary Bowden (Federal courts)]
10. Review of Federal programs permitting or requiring the sale of information to recover costs, and the effects on efforts to assure free public access through the FDLP, including case studies on STAT-USA and the National Library of Medicine MEDLINE Service. [Task Leader: Ken Rogers (overview and STAT-USA) and Gil Baldwin (MEDLINE)]

Individuals and organizations wishing to provide comments or suggestions about the study or specific study tasks can send Internet e-mail to study@gpo.gov or send a fax to the attention of FDLP Study at 202-512- 1262. Correspondence can be addressed to FDLP Study, Mail Stop SDE, U.S. Government Printing Office, Washington, DC 20401.

Individual task leaders can be contacted directly as follows:

Gil Baldwin, Chief, Library Division, Library Programs Service
U.S. Government Printing Office
Telephone: 202/512-1002; Fax: 202/512-1432

E-mail: manage@access.digex.net

Gary Bowden, Regional Administrator
Administrative Office of the U.S. Courts
Telephone: 202/273-1574; Fax: 202/273-1555

Tom Brown, Chief, Archival Services, Center for Electronic Records
National Archives and Records Administration

Telephone: 301/713-6630; Fax: 301/713-6911

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E-mail: directlps@access.digex.net



NTDB Software to be Updated: Library Input Sought

[The following announcement was received from the Director, STAT-USA, U.S. Dept. of Commerce.]

STAT-USA is working on an update to the National Trade Data Bank CD-ROM software to make it more usable, correct problems with the current software, and bring it up to date with current PC technology such as Windows. The new software will use the same Inquiry search engine found on the Internet version of the NTDB.

Access to the search engine will be through a new interface program now being developed for STAT-USA by Auto-Graphics, Inc. The Browse/Romware interfaces to the data bank will be discontinued as we roll out the new software.

One issue we are confronting is whether to continue to support personal computers running 8086 or 80286 processors, i.e., very old equipment. The new software will support 16 bit operating systems (386 or higher processors); it will be very difficult to alter the software to run on the older 8-bit systems.

We need to know the impact of this change on depository libraries. We have received anecdotal evidence from GPO and a few librarians that suggest this will not be a problem but would like to hear from others who may be affected. We are posting this notice in GOVDOC-L and GPO will print it in the October 15, 1995 issue of Administrative Notes. Please post your response through GOVDOC-L or you may fax your response to Ken Rogers, STAT-USA, (202) 482-2164.

Finally, we hope to have the DOS version of the software for the January 1996 issue of the NTDB and the Windows version by March, 1996.

Ken Rogers
Director, STAT-USA
Phone: (202) 482-1405
Fax: (202) 482-2164
krogers@doc.gov



Monthly & Seasonal Weather Outlook Data to Appear Electronically in Climate Outlook

In November, 1994, the National Oceanographic and Atmospheric Administration announced that The Monthly & Seasonal Weather Outlook (item 0275-F, SuDocs C 55.109:) would no longer be published in paper format. (See Administrative Notes Technical Supplement, v. 2, #8 and v. 2, #9). An electronic version of the information will appear in the publication entitled Climate Outlook on the home page of the Climate Prediction Center. The URL is <http://nic.fb4.noaa.gov>

Climate Outlook "features seasonal outlooks at leads of 2 weeks to about one year ahead." The Climate Outlook will be issued once per month near the 15th and will be available via the Internet and the NWS's AFOS and DIFAX systems. The AFOS will contain a complete set of the maps and DIFAX will contain only the 1/2 month lead seasonal products.

For further information, contact:

CAC
ATTN: Climate Outlook
Predictions Branch
5200 Auth Road
Camp Springs, MD 20746

Information about the Climate Outlook can be obtained from the Regional Climate Center (RCC) at the numbers listed below:

Northeast
Ithaca, NY
607-255-5950

South
Baton Rouge, LA
504-388-5021

High Plains
Lincoln, NB
402-472-8294

Southeast
Atlanta, GA
803-737-0800

Midwest
Rosemont, IL
217-244-8226

West
Reno, NV
702-677-3106



Depository Logos Distributed on Diskette

GPO's Office of Advertising and Promotion produced 3 1/2" diskettes containing the new electronic depository logo (ELECLOGO.DOS) and the familiar, original depository logo (MAINLOGO.DOS). The Library Programs Service distributed the disks to depositories under item 0556-C, SuDocs GP 3.38.EL 2, on shipping list 95-0031-E, dated August 4, 1995.

GPO staff have become aware that some depositories experienced difficulty in accessing these images from the two files on the disk. Because these are graphics files, they must be treated as graphics, not retrieved as text files. The DOS extension may be misleading to individuals without automatic graphics recognition software.

ELECLOGO.DOS is a Tag Image File Format (TIFF) graphics file and MAINLOGO.DOS is an Encapsulated PostScript (EPS) graphics file. The files can be used with software packages that recognize these specific graphics formats (for example, WordPerfect 5.1 for Windows).

Some software packages may require that the extension .DOS be changed to .TIF or .EPS as appropriate, in order for the software to properly recognize the graphics format.



Census Bureau Expands Electronic Data Dissemination

[The following announcement was released by the Bureau of the Census, Economics and Statistics Administration.]

As part of its stepped-up effort to dramatically expand Americans' access to official demographic and economic information, the Commerce Department's Census Bureau today announced plans to expand electronic dissemination of its data. The Internet, along with other electronic delivery systems, will gradually become the primary sources for Census Bureau statistics.

As with its early adaptation and use of the CD-ROM, the Census Bureau has been one of the pioneer Federal agencies using the Internet to disseminate its vast storehouse of information. On average, the bureau is now receiving approximately 50,000 inquiries per day from customers who access its Internet site. The Census Bureau's Internet site was established in 1994 as part of the Administration's government reinvention program and was a recipient of Vice President Gore's "Hammer" Award for improving government operations.

"These changes respond to the Vice President's National Performance Review directive to deliver more census data faster, to more people, and electronically. It is our hope that Americans eventually will be able to directly access a vast, largely untapped demographic and economic data base, downloading just the data they need for just the geographic areas they need," Census Bureau Director Martha Farnsworth Riche said.

"The new dissemination plan will allow for quicker release of detailed data many people want. In the past, issuing tables and analyses in printed reports could add months to the process. And since we could only print a selection, users still might not get the data they wanted. A major advantage of this initiative is that it will allow users to receive data files on demand and to create their own reports rapidly," she added.

This future system will be accessible to the widest possible array of users through the Internet and all available intermediaries, including the bureau's network of 1,800 State Data Centers and their affiliates, Census Information Centers and similar groups, libraries, universities, and private firms.

In response to customer suggestions, the agency is redesigning its printed reports to make them more user friendly. In the near future, most of these short analyses of policy-relevant issues will be disseminated via the Internet.

"We will work with census data users and the communities they serve to continue our efforts to meet their needs and expectations," Director Riche said. "We recognize that not all data users have access to the Internet and we intend to make sure that people not on the information highway still have access to the data they need."

The bureau already has discontinued some printed reports and begun implementing this new data dissemination plan. Some of the discontinued reports include the annual reports in its governments' finance and employment series, current industrial reports, and monthly population estimates. The bureau will keep data users informed about information available and upcoming additions to the Internet.

Non-Internet consumers can still obtain extracts of data from the electronic files available on CD-ROM, floppy diskette, or as computer printouts on a reimbursable basis. Under the plan, CD-ROM will be used for archival purposes and to publish large collections of similar data (e.g., monthly foreign trade data) and reports, extended and more detailed historical data, and public-use microdata. Some transactions may include a fee for service--for example, for customized file extracts and graphical summaries.

The Census Bureau's plan calls for development and implementation of the full system in time to disseminate the results of Census 2000. Plans already are under way to disseminate most of the data from the 1997 Economic and Agriculture censuses electronically.

The Census Bureau's electronic dissemination program is one of several coordinated efforts underway at the Department of Commerce's Economics and Statistics Administration to improve and expand data dissemination.

The bureau invites the general public to communicate its comments and suggestions to: comments@census.gov on Internet; the Census-BEA Electronic Forum (301-457-2310); CENDATA (via CompuServe's "User Feedback"); telephone 301-457-4094, or mail (John C. Kavaliunas, Office of Director, Room 3682, U.S. Census Bureau, Washington, DC 20233).

Several printed report series, listed below, have been consolidated, streamlined, or replaced either totally or in part by electronic media such as CD-ROM and the Internet. The specific mix of media available for accessing any given tabulation will likely continue to change in response to user needs and evolving technology.

User suggestions are welcomed. Please provide comments to the Customer and Product Development Office, Census Bureau, Washington, DC 20233-0103 or e-mail to comments@census.gov.

Agriculture

1992 Census of Agriculture Zip Code Tabulations of Selected Items
Replaced by CD-ROM - same title

Construction and Housing

The H-111 Series, Housing Vacancies and Homeownership, will be available only on Internet and as quarterly press releases.

H-121, Housing Characteristics. Future subject analysis will be released in much shorter form or as Statistical Briefs, with some detailed tables on the Internet. The report, Our Nation's Housing: 1993, is in preparation.

H-123, Special Reports, is discontinued.

Decennial Census

Several reports in the CP-3 and CH-3, Population and Housing Subject Reports series, have been issued only on computer tape and CD-ROM. These include the following:

- CP-3 Earnings by Occupation and Education.
Replaced by CD-ROM, CD90-SSTF22
- CP-3 Geographical Mobility for Metropolitan Areas
Replaced by computer tape, SSTF15, and a forthcoming CD-ROM.
- CP-3 Journey to Work in the United States
Replaced by computer tape, SSTF20 and CD-ROM, CD90-SSTF20 (not yet available)
- CP-3 Language Use in the United States
Photocopies of tables and a CD-ROM are available through Population Division
- CP-3 Occupation by Industry
Replaced by CD-ROM, CD90-SSTF14

- CP-3 Poverty Areas in the United States
Replaced by CD-ROM, CD90-SSTF17
- CH-3 Metropolitan Housing Characteristics
A printed report with U.S. summary data is available. Data for States and specific metropolitan areas are available on CD-ROM, CD90-SSTF7.
- CH-3 Housing of the Elderly
Replaced by CD-ROM, CD90-SSTF8
- CH-3 Housing Characteristics of New Units
Replaced by CD-ROM, CD90-SSTF9
- CH-3 Mobile Homes
Replaced by CD-ROM, CD90-SSTF10
- CH-3 Condominium Housing
Replaced by CD-ROM, CD90-SSTF18

Foreign Trade

- FT247 Imports for Consumption: Harmonized TSUA-Commodity by Country of Origin
Replaced by CD-ROM, CDIM-yr-mo
- FT447 U.S. Exports: Harmonized Schedule B-Commodity by Country
Replaced by CD-ROM, CDEX-yr-mo
- FT927 U.S. Merchandise Trade: Exports and General Imports by Country, Standard International Trade Classification
Incorporated into FT925 U.S. Merchandise Trade: Exports, General Imports and Imports for Consumption, Standard International Trade Classification

Geography

- Geographic Identification Code Scheme
Replaced by CD-ROM

Governments

Most printed reports from the Annual Survey of Governments: Government Finances (GF) and Government Employment (GE) series have been dropped and data are available only on the Internet, diskette, or magnetic tape. Specific titles include:

- State Government Tax Collections: 1993

- City Government Finances: 1992-93
- County Government Finances: 1992-93
- Finances of Employee-Retirement Systems of State and Local Government: 1992-93
- City Employment 1993
- County Government Employment: 1993

Quarterly reports on tax revenues and retirement system finances will be available on FastFax, as well as on the Internet.

Reports from the 1992 Census of Governments will still be issued; summaries will be made available on Internet and larger files will be released on CD-ROM and magnetic tape. However, the following publications have been canceled and data are available neither in print nor electronic format.

- GC92(3)-3 Labor-Management Relations
- GC92(3)-4 Government Costs for Employee Benefits
- GC92(6)-1 Historical Statistics on Government Finances and Employment
- GC92(6)-2 State Payments to Local Governments
- GC92(6)-3 Governmental Statistics for Puerto Rico, Virgin Islands, Guam, and Northern Mariana Islands
- GC92(6)-4 Graphic Summary

Manufacturing and Mineral Industries

Beginning in 1993 all Current Industrial Reports, with the exception of the M3-1, MQ-C1 and MA200 reports, are available on CENDATA, the Electronic Bulletin Board or FastFax. This series consists of over 100 separate "reports" that provide monthly, quarterly, annual or biennial statistics on production, inventories and orders for approximately 5,000 products.

Population

There have been changes to all six series of Current Population Reports:

P-20, Population Characteristics. There were 8-10 reports on recurring topics (as indicated below) in the P-20 series during the 1980's. There were 6 reports issued in 1994. It is planned that most of these reports will continue as printed documents, although some may be significantly reduced. There are plans to continue the Statistical Briefs related to the topics covered by the reports.

Black Population: Currently published annually, but will become smaller biennial report. Data will be released electronically every year.

Asian and Pacific Islander Population: The first report was issued in August 1992 and annual reports were planned; there will now be a smaller biennial report with annual electronic release.

Hispanic Population: This annual report will become biennial, with data released electronically every year. The series also contains a periodic "Hispanic Chartbook," the future of which is unknown at this point.

Educational Attainment: This is a biennial report; some materials will be available on Internet.

School Enrolment: Some materials from this annual report will also be available on Internet.

Geographic Mobility: Some materials from this annual report will also be available on Internet.

Voting Registration: There will be no printed report. Text and tables will be available on Internet.

Fertility: This will continue as a biennial report with some text and tables available on the Internet.

Marital Status and Living Arrangements: This will continue as an annual report and tables and text will be available through Internet.

Households and Families: will continue as an annual report with some text and tables on Internet.

A new report in the series, **Characteristics of the Foreign-Born Population**, will appear in late summer 1995 and will be in a format similar to the Statistical Briefs.

P-23, Special Studies. Information pertaining to methods, concepts, or specialized data is furnished in these publications. Also included are occasional reports on family life, women, voter turnout, computer use and other topics. This report series consisted of one report in 1994, with 3 planned for 1995, down from 6 in 1993.

Currently the recurring reports in this series are:

A biennial report on the sixty-five and over population that may be revamped; some text and tables are planned for the Internet.

The Population Profile series which will continue; some text and tables may also be available on Internet.

How We're Changing, Demographic State of the Nation, which will continue as an illustrated overview of data on selected topics. Data will also be available on the Internet.

P-25, Population Estimates and Projections, and P-26, Local Population Estimates. Included in these series of reports are annual midyear estimates of the population by age, race, sex, and geographic area; projections for the United States and States; and county,

incorporated place, and metropolitan area population estimates. There were approximately 48 reports issued over a 2-year period. The last issue of the monthly 2-page U.S. population estimates P-25 report, for December 1994, was released in February 1995; data continue to be available on Internet. Current plans envision 7 reports in this series over a 2-year period. The size of the reports will also be significantly reduced. Data will be available electronically on Internet, diskette, the electronic bulletin board, and on CD-ROM.

There has not been a report printed in the P-26 Series since the 1988 estimates. These data are now being released as part of the P-25 series and electronically.

P-60, Consumer Income. Reports in this series provide income and poverty information on families, individuals, and households, by various demographic characteristics. Data are also presented on noncash benefits and health-care coverage. Several other research reports were also issued in this series. The content of this series has been drastically shortened. Historical tables are available on the Internet; historical and detailed tables, along with the microdata, are available on CD-ROM.

There were no reports issued in 1994 and two will be issued in 1995.

P-70, Household Economic Studies. The content of reports in the P-70 series will be drastically shortened. Reports that are based on core questions collected in the Survey of Income and Program Participation will continue to be produced as part of the Dynamics of Economic Well Being series, though some may appear in a format similar to the Statistical Briefs, e.g. a forthcoming report on Income. Key statistics from these reports will eventually appear concurrently with the release of the microdata. Reports based on "topical modules" from the Survey of Income and Program Participation will appear in short reports or as briefs, with detailed tables on the Internet. There were 7 reports in 1994 and approximately 9 planned for 1995.

Technical papers and Survey of Income and Program Participation (SIPP) working papers will continue in printed form but will also be available on the Internet.



Defective Census CD-ROM to be Corrected

Title	SuDocs #	Shipping list #	Item #
County-to-County Migration Flow Files: 1990 Census of Population and Housing Special Project 312 (SP312), In-Migration CD-ROM	C 3.284: CD 90-MIG-01	95-0010-E	0154-E-03

There is an error reported in the January 1995 issue of this disc. The error is corrected in the May 1995 impression of the disc. The Census Bureau will notify LPS regarding the corrected version. LPS will alert the depository community as information and/or the corrected disc becomes available.



Planning for a Library Inspection

Remarks by
Sheila M. McGarr
Chief, Depository Services

California Depository Librarians
University of California, Irvine
September 14, 1995

[This speech is updated from one which appeared in JurisDocs, v. 8 #1 (1985), pp. 5-10.]

In my role as a representative of the Superintendent of Documents, I, and the three Depository Library Inspectors, examine depository libraries for compliance with Chapter 19 of Title 44, United States Code. We are especially concerned with the provisions of Section 1911 which state in part that "depository libraries shall make Government publications available for the free use of the general public." A library must observe this stipulation in order to gain, and thereby retain, its depository designation.

History of Inspection Program

To better understand the inspection program, I will briefly summarize its short history. Since the Printing Act of 1895, later codified as Section 1909 of Title 44, the Superintendent of Documents has been authorized to make "firsthand investigations of conditions for which

need is indicated." Until 1972, depository libraries were infrequently visited. Instead, GPO relied on the "Biennial Survey", inaugurated in 1947, for data.

The first inspection form, a 12-question checklist, was developed in late 1971 and used in 1972. Bookstore managers, GPO staff on travel, as well as specific examiners, "dropped in" on depositories without warning. The examiners would visit several libraries in a day. The form was filled out and placed in the depository library's permanent file at GPO. No copy was mailed to the library or the regional. Often, the documents librarian was not available and other staff answered the questions.

By the mid-1970's, GPO, on advice from GODORT (GOvernment DOcuments Round Table of the American Library Association) and the Depository Library Council to the Public Printer, concluded that depository libraries needed systematic and formal inspection to insure the effectiveness of the Federal Depository Library Program. Our job in Depository Services is to determine that libraries receiving government documents paid for by the taxpayers are fulfilling the not too onerous responsibility of making government publications freely available to the public.

In 1974, the first full-time inspector, a professional librarian, was hired. A second librarian was employed in 1976. The inspection form was evolving with more questions on bibliographic control, housing, and public access. By 1977, the Depository Library Council had developed standards to "provide an inspection tool for the Superintendent of Documents, a guide for education of documents librarians, and a tool for communication with library administrators." These Guidelines for the Depository Library System (Guidelines) were distributed to all depositories and became the basis for the next version of the Inspection Report. In conjunction with issuing the Guidelines, a wholesale revision of the Instructions to Depository Libraries, the rules and regulations of the Program, took place.

Since 1972, the inspection process has evolved from a cursory examination to an all-day comprehensive review. At first, inspections were unannounced and the inspector visited two or more libraries per day. With no advance warning, our staff found interesting surprises, such as piles of unopened boxes, material in locked rooms, no one in charge of the collection, etc. On occasion, we still find that today.

Preparing for the Inspection

Since 1978, we have notified depository staff of the specific inspection date from 4-6 weeks in advance and request an appointment for an oral exit interview with the library director in order to summarize our overall evaluation and recommendations. The regional librarian is also notified of our trip and invited to accompany us, if possible, because he or she can provide valuable insights about funding sources, cooperative networks, disposal guidelines, etc.

The inspectors have always been professional librarians. We help to identify areas of strength and weakness by rating the entire operation, not judging the documents librarian. We are fully aware that librarians and administrators cannot totally control their working environment, architecture, or funding. After inspecting nearly 500 libraries, I am very familiar with the challenges and difficulties facing most depository libraries.

Libraries are generally inspected in chronological order by date of last inspection. Geography and climate are also considered. For these reasons, Arizona is not visited in the summer nor Minnesota in January. The American Automobile Association tour books and the Rand-McNally Road Atlas are invaluable since we make our own hotel reservations and work with a travel agent to obtain airline tickets and rentals cars. The elapsed time between inspections is about six years due to staff turnover and lengthy hiring procedures. The three inspectors travel about 40% of the work year and each examines about 70 libraries annually. Because of my other responsibilities, I examine about 25 libraries a year.

I would like to explain briefly how the inspection itinerary is prepared. Once a portion of a state has been selected, the library staff is contacted by telephone. After we identify ourselves, there is usually 5 seconds of dead silence at the other end. We run down the inspection routine to calm the documents librarian. The appointment is later confirmed by letter. Accompanying the letter is a pamphlet entitled "Preparing for a Depository Inspection," which is actually Chapter 8 of the Federal Depository Library Manual. We also recommend that the librarians perform a self-study using the draft which was announced in the November 25, 1994 issue of Administrative Notes, pp. 27-37. Such an evaluation can often anticipate the inspector's findings and be communicated to the library administration before we arrive. This internal review may make the inspection process less stressful as there are fewer "surprises" when we orally summarize our findings with the library administration.

With the uniform set of written questions in the self-study, the documents staff can review critically what they are doing and have the opportunity to comply with the law and GPO regulations in advance of the inspection. The self-study can be a strategic assessment document and can steer the documents librarian toward issues such as collection development policy, ADA compliance, etc., which need careful consideration. Even with a self-study, the inspector still has a regulatory role to identify areas of strength and weakness in the entire depository operation and the educational role to act as a consultant and make recommendations based on experience. The communications role as the on-site audit is often the only way some documents staff and library administration interact with a GPO representative. We plan to issue a revised text of the optional self-study as another Federal Depository Library Manual Supplement in 1996.

In the intervening 4-6 weeks before the inspection, the documents librarian is urged to review the Guidelines for the Depository Library System, the Instructions to Depository Libraries, Superseded List, and the Federal Depository Library Manual and its Supplement, plus collect whatever materials would be useful, e.g., procedures manual, collection development policy, annual reports, promotional flyers, etc.

The Inspection

Before entering the library, we check outside the building for handicapped ramps and for the depository emblem on the entrance doors. Not only is the depository decal the focal point of our entire marketing campaign but it also states for all to see that "public access to the government documents collection is guaranteed by public law." We also look for the new "U.S. Government information ... electronically" decal given to those libraries which subscribe to GPO Access services.

All depositories are expected to serve the public, not just their institution's clientele, except the highest appellate court of each state which is exempt by Federal law. In reality, all appellate court depositories serve the public, except in California, because they receive state funding as public law libraries. Yet we have discovered various tactics, most often in law-related depositories and private institutions, which have a "chilling effect" on public access: charging a fee for a pass to enter the library; enforcing a dress code; age restrictions; actively referring patrons to other depositories; closing the library to all non-students and faculty, etc. Often door guards and student workers are unaware of the legal responsibility to ensure free, unimpeded, access by the public to the depository collection. Misunderstandings are less apt to occur in institutions which openly promulgate their access policies through signs, leaflets, and policy statements.

After entering the library, we look for adequate signs, a floor plan, or directory to locate documents in the building without having to ask a staff member. Some libraries have installed creative signage while others fail to mention the depository collection at all in library handbooks, pathfinders, newsletters, or brochures. We inquire about special procedures for those without the appropriate library card to insure that a guard or access services office will not detain anyone who wishes to use Federal documents in the building.

After meeting the documents staff, some time is spent answering GPO-related questions and becoming familiar with the library and the depository operation. A principal concern is who is in charge of the depository function. Is there a clear demarcation of duties? Is there one person reporting to the library administration on the Federal Depository Library Program? For example, if technical services processes the shipments, circulation shelves and retrieves the pieces, and reference provides access to the information, there should be one person, a professional librarian, coordinating the entire program. GPO needs a point of contact too.

The inspection follows the work flow of the depository operation. Access includes not only physical entry to the building but also record keeping and shelving and filing the materials in all formats in a timely manner and in an orderly fashion. The items do not have to be filed in SuDocs classification order but ought to be arranged in a recognizable scheme such as Dewey, LC, or shelving Army Lawyer with law reviews, Statistical Abstract in the reference collection, etc.

Processing

Initial processing is examined first. Federal documents should be handled in a similar fashion as "regular" materials. Is there a shelflist or holdings record for the complete bibliographic control of all monographs, serials, microfiche, CD-ROMs, and maps? Have written criteria been formulated for determining which titles are fully cataloged, rebound, replaced, and security-plated to insure preservation and uniform decisions? It is always surprising to discover the lack of a specific written collection development policy for Federal documents in view of the public service responsibilities of depositories. To that end, in 1994 GPO issued the Federal Depository Library Manual Supplement to aid in formulating a written collection development policy. We urge the creation of a procedures manual which specifies internal policies and work flow as well as incorporates GPO's requirements found in

the Instructions to Depository Libraries. Too often we meet new documents librarians groping for direction.

The library is expected to assure that the depository collection is used and not merely stored or placed in a remote location. If microfiche, periodicals, and maps are housed separately, we check whether there is a location note on the shelflist. Since many libraries integrate some of their documents into the main book collection, we verify that the call number or location is noted on the kardex, shelflist files, or automated records to speed retrieval. If some material is in storage, have the appropriate shelflist notations been made and can the publications be retrieved promptly (preferably within 24 hours)?

There is a noticeable and encouraging trend to fully catalog documents via a profiled tape load into on-line catalogs using the SuDocs classification system. Another approach to increase visibility and to relieve overcrowding is to selectively house material at another campus library or other local institution. Under GPO Access, depositories may provide up to ten Internet Protocol (IP) addresses to GPO for the on-line services. We also allow selective housing of excess IP addresses at a gateway site, e.g., Portals in Oregon, Ocean FreeNet in Rhode Island, etc. Should a depository library adopt either or both of these methods, a "Memorandum of Agreement" outlining the host institution's responsibilities toward public access and retention should be signed and forwarded to GPO and the regional librarian. A sample agreement for traditional products can be located in Chapter 2 of the Federal Depository Library Manual. The model agreement for on-line services appeared in the December 15, 1994 issue of Administrative Notes on pp. 18-19; in the booklet entitled GPO Access: Information for Depository Libraries dated January 1995, and on U.S. Fax Watch (202) 512-1716 as document number 3357.

As mentioned earlier, the primary role of the inspector is to insure that Title 44 is followed. Our secondary role is advisory. In that capacity, we urge documents librarians to conduct an annual zero-based item selection review with the goal of building a quality collection not only to meet the informational needs of a library's primary clientele but also of the surrounding congressional district. The "Suggested Core Collections" in the Federal Depository Library Manual is a useful selection tool. The List of Classes in ASCII format is available for downloading from GPO's Federal Bulletin Board.

Weeding the collection of extraneous material after the five-year statutory retention requirement has been met is a key component of collection development. When I hear complaints about the onerous weeding process, I respond by asking whether some of the items in question would have been purchased with acquisition funds. If the answer is no, then I ask why the staff has "purchased" the document with Federal revenues. Setting up a weeding schedule and following the Regional's guidelines for disposition is preferable and more comprehensive than weeding isolated overcrowded shelves.

Public Service

One of the most important categories in the Inspection Report is "Public Service." Whether institutions are publicly or privately funded can color their perception of the public. Some private institutions are more open than some publically supported ones. The privilege of depository status imparts more than custodial maintenance and an open door. Depository

libraries are expected to provide skilled reference staff, research aids, and equipment. If the reference librarian cringes when someone asks for Federal material or tells a patron to return another day or at another time, the remedy is to conduct "in-service" seminars. The reference staff can then serve as auxiliary documents librarians to insure that government information is an integral part of their search strategy and not an afterthought.

During our tour of the library, we check for supplementary commercial indexes and databases which have been purchased to facilitate use. Is the Publications Reference File and the Monthly Catalog, in CD-ROM, on-line, or GPO iterations, near the reference desk if that is the only service point? We want to see all of the microfiche readers, reader/printers, and storage cabinets. We want to see the map cabinets, CD-ROM work stations, jukeboxes, photocopiers, fax machines, etc., and when necessary recommend that more be purchased. Is interlibrary loan service provided or referrals made to other depositories or to a GPO bookstore?

Does the public even know that the library is a depository? GPO's marketing staff has developed a campaign for publicizing depository libraries via posters, bookmarks, and brochures to help you get started. We have recently distributed more order forms so that you can obtain folders, "Federal Publication" stickers, and we now have a new electronic logo on diskette and on decals.

Bibliographic guides, book displays, and library newsletters are basic means to spotlight the collection. Consider using the campus radio station, local cable television, plus speaking before the Rotary or Chamber of Commerce on business tools, the Sierra Club on the environment, or law and education before the League of Women Voters. When reprinting your bookmarks and student and faculty handbooks, add a note about being a depository. Many of you, I am sure, have received urgent long-distance telephone calls from alumni who must have specific information located on the shelves between the second and third window on the left and the book is tan. They think only your library can provide the answer. They have completed their education without ever finding out about the nearly 1,400 libraries in the depository network.

Contacting City Hall, the planning board, and county government officials, plus informing the local office staff of your Member of Congress and state legislator to inform them of depository services available to their constituents are additional public awareness tactics. Conducting a workshop which includes faculty, non-depository librarians, and even campus branch librarians to teach them the nuances of locating government information is another idea. Other ideas can be found in Chapter 7 of the Federal Depository Library Manual or in the Proceedings of the 3rd Annual Federal Depository Library Conference (1994).

Administration

Have you talked with your boss lately about the Federal Depository Library Program? Tips of communicating depository needs to the library administration also appeared in the Proceedings of the 3rd Annual Federal Depository Library Conference on pp. 149-158. I hope you are not waiting for six years until we act as your advocates.

Does your library administration appreciate the monetary value of materials added to the collection in return for the obligation to provide public access? Occasionally, we are asked about the value of materials shipped to an individual depository, especially after a new library administrator is hired. It is impossible for GPO to accurately determine the figure because only about 20% of what we distribute is available for sale, 60% is in microfiche, and, except for the regionals, all other depository profiles are different. We recommend that staff locate prices for essential documents including costly CD-ROMs in the U.S. Government Subscriptions catalog, Publications Reference File, Census Catalog and Guide, etc., to approximate value.

Are sufficient statistics maintained on the number of titles and pieces added and withdrawn from the collection to accurately reflect your workload? Maintaining statistics on the number of questions answered by documents, or not answered because material was lacking, can validate that increased needs of patrons require a larger staff, added space and equipment, etc. Counting the number of pieces circulated is a standard practice and since so many Federal documents never leave the library, you may wish to count and mark documents, maps, CD-ROMs, and microfiche prior to reshelving.

Rating

After bombarding the documents librarians with questions such as the ones I have just enumerated, completing the questionnaire is the next step. Each library is rated in seven categories: Collection Development; Bibliographic Control; Maintenance; Human Resources; Physical Facilities; Public Service; and Cooperative Efforts. Regional libraries are rated in an additional area.

In February 1993, the nearly 20-year practice of assigning point scores for each question and ratings of Excellent, Good, Satisfactory, and Unsatisfactory in each category was abolished because they so often created unnecessary tension, negotiation, and competition among libraries. Instead, we substituted Compliance and Noncompliance. We are interested in the basics of access, custody, maintenance, and service, not whether a library scored a 71 or 83 on the day of the inspection. After the compliance review, the Inspection Report and recommendations are forwarded to the library director, documents librarian, and regional librarian.

Ratings among the over 200 libraries inspected in a year approximate the Bell curve. Few receive compliance in all categories and the majority fail in one or two areas. However, if a library earns noncompliance ratings in three or more categories, which is about 3% per year, it is placed on probation for the legally mandated probationary period of six months. A re-inspection is scheduled at a later date. The majority of probationary depositories make significant improvement in the deficient areas and are removed from probation. Some others have voluntarily relinquished depository status. In my 13 years, I can count on one hand the number of libraries GPO has terminated from the program.

At day's end, the inspector meets privately with the library director in an exit interview to provide an oral summary of the inspection findings. Inspectors use the ratings as a skeleton. Our narrative comments elaborate certain findings plus offer suggestions and positive strategies to strengthen the depository operation.

From the beginning of the program in 1972, inspections were viewed by both GPO and the library community as a positive supportive experience. Each library is different. Its patrons' needs and operating constraints are unique. However, every director of a depository library signed a contract entitled "Acceptance of Designation as a Depository Library for United States Government Publications."

The pertinent paragraph states in part "it is hereby agreed that this library and its staff will abide by the law governing depository libraries and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law."

It is a fact that a library requests depository designation in its own self-interest. Precious acquisitions funds can be allocated elsewhere now that a source for free material has been found. It is unfortunate that some depositories are under the misapprehension that they are not required to comply with sections 1909 and 1911 of Title 44 which the Superintendent of Documents is entrusted with safeguarding. Libraries which cannot or will not comply with the stipulation of being accessible to the public should voluntarily relinquish depository status.

To sum up, GPO monitors depository libraries through the inspection program which has also proven beneficial to GPO. Regularly scheduled examinations are cost-effective and valuable for this agency since continuing problems in a depository usually mean an increased investment of time and resources on GPO's part. An efficient and effective Federal Depository Library Program is in everyone's best interest. Our investigation offers the documents librarian a chance to exchange information, make suggestions for improvements at GPO, and reinforce our mutual commitment to provide the American public with easy access to Federal Government information.



GPO Access Training Schedule

Revised 9/26/95

Friday, October 20	Kansas City, MO - University of Kansas Regents Center Ann Liebst (913) 594-6451 Joe Lorino (913) 897-8400 Session 1: 9:00 a.m. - 12:00 noon Session 2: 1:00 p.m. - 4:00 p.m.	Coinciding with the Kansas Library Association/Missouri GODORT meeting
Friday and Saturday November 10 & 11	Santa Clara, CA - Orradre Library University of Santa Clara George Carlson (408) 554-5436 Both days: Session 1: 9:00 a.m. - 12:00 noon Session 2: 1:00 p.m. - 3:00 p.m.	Coinciding with the California Library Association Conference
Tuesday, November 14	Los Angeles, CA - Leavy Library University of Southern California, University Park Julia Johnson (213) 740-5192 Session 1: 9:00 a.m. - 12:00 noon Session 2: 1:00 p.m. - 3:00 p.m.	
Thursday November 16	Tempe, AZ - Arizona State University Business Administration Bldg. - Rm. 396 Ken Furata (602) 965-3387 Janet Fisher (602) 542-4417 (Phoenix State Library)	Coinciding with Arizona GODORT Meeting

To reserve a place, or for more information, contact:

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